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STANDARD FORM NO. 64

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief of Logistics

DATE: 28 May 1953

FROM : Acting Chief, Procurement Division

SUBJECT: Weekly Activity Report

1. General:

a. Shopping List (continued item): "No change" has occurred since the report of review of the list made by this Division on 9 April 1953. From a time standpoint, this matter is now critical.

b. Foreign Arms Portion of Shopping List (continued item): The second list of materiel requesting a study as to cost and availability was submitted to [REDACTED]

25X1C10b 25X1A

c. [REDACTED] (continued item): No change.

d. Pemmican Rations (continued item): No. change.

2. Projects:

a. Pool of Cleared Sources for Procurement (new item): The need exists for a substantial number of cleared sources, primarily for contracting purposes, beyond those companies with whom we are or have done business. As a first step, a survey is being made in the Contract Branch in order to compile a list of contractors (in a limited number) who will be most useful for this purpose.

25X1A6a b. Change in Shipping Instructions Caused by Closing of [REDACTED] and [REDACTED] Warehouses (new item): This involved a major, non-routine task covering all outstanding orders both civilian and military consigned to either of the subject warehouses. By concentrated effort and considerable overtime work the following was accomplished:

(1) All orders, totaling approximately 1500, were reviewed for applicability.

25X1A6a

(2) The short deadline of 1 June 1953 for [REDACTED] warehouse was met and all orders calling for delivery to that warehouse have been changed by written notification to the contractors.

25X1A6a (3) Insofar as [REDACTED] is concerned, where the deadline is 30 June 1953, over one-half of the contractors have already been sent written change orders and the balance should be completed during the next week.

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*say what year
did this year*

3. Other Items of Interest:

a. Trailers for Office of Communications (continued item): During the past week representatives of this Division and of the Office of Communications visited the plant of the low bidder, [REDACTED] in order to evaluate his facilities, financial resources, etc. for performing the work bid on.

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b. Radio Equipments Sets, RS-6A (continued item): Negotiation has proceeded to the point where a draft of the proposed contract has been prepared.

c. Printing Equipment (new item): A requisition was received from the SE Division by this Division for a Printing Press and allied equipment for shipment to the field. Agency regulations require approval from the DDA before equipment of this nature is purchased. Approval had been received after extensive coordination with various offices concerned and purchase initiated through [REDACTED]

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25X1C15a

e. Status of Requisitions (continued item):

(1) Pertinent information concerning the Contract and Purchase Order Branches is attached.

(2) Status of Requisitions for this Division:

	Special Purchase	Military Purchase	Contract Branch	Pur. Order Branch	Total
Brought fwd.	12	24	175	259	470
Received	21	27	11	188	247
Completed	24	30	19	177	250
Pending	9	21	117	270	467

4. Special Problems:

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a. Vacancies in T/O (continued item): The increased workload for the end of the fiscal year intensifies the problem of the continued vacancies in five Clerk-Steno positions. In view of the

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fact that only one Clerk-Steno has been made available (and that person only temporarily) during the last four months, it would appear appropriate that extraordinary methods should be taken to improve this situation.

b. [REDACTED]
tinued item. No change.

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c. Contract Branch Workload (continued item): The policy determined upon by the Assistant Chief for Operations in connection with CIA Notice [REDACTED] resulted in a reduction in the number of requisitions for contracts received this week. In addition, substantial overtime work on Saturday and nights resulted in a larger output of contractual documents for any week in this fiscal year.

5. Major Objectives:

a. Special Stock Account No. 2 (continued item): The audit of personnel of Auditor-in-Chief continues. A conference was held on 21 May 1953, with representatives of the Comptroller's Office, General Counsel, Logistics Office and Personnel Office at which an extended discussion was held relative to the plan and concurrences were obtained from the above representatives. Mr. [REDACTED] of PAPS is presently formulating the above plan for submission to the Logistics Office.

*Carl,
What are the highlights.
Tom*

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